

As of September 16, 2009

Changes of Interest to General Users

1. We announce with this launch the **FAA WINGS Blog**, available at faawings@blogspot.com. There is a link on the home page that is available whether logged in or not. We invite users to use the blog to comment on the FAA **WINGS** – Pilot Proficiency Program, including questions, suggestions, and complaints. We will use the blog to discuss the changes we anticipate making to the **WINGS** Program in the next 90 days to make it much more user-friendly, and to answer general questions. All suggestions will be noted and evaluated. Normal blogging etiquette will be expected. For example,
 - a. Please keep it civil.
 - b. No anonymous responses, please. If you feel compelled to comment on a blog, use your real name as registered with FAASafety.gov. You can always keep your name out of the public conversation by sending us an e-mail instead of commenting.
 - c. Please keep it on topic. Focus on the topic at hand – the **WINGS** Program; this isn't an open forum for everything under the sun.
2. We revised the email options for **user support** to include just one email address: Support@FAASafety.gov and included functionality allowing the user to choose from a drop down list of Subjects. We provide a text box for your question, comment, suggestion, or complaint, etc.
3. Numerous enhancements and minor changes were made to the **AMT Awards Program**.
 - a. Modifications were made to make **AMT subject areas** work with the Activity Search. When AMT is selected, only the AMT subject areas are shown and when WINGS is selected, only the WINGS subject areas are shown. When both AMT and WINGS are selected, both subject areas are shown. We also fixed the logic in building the search criteria so that an activity with both WINGS and AMT credit can be specified.
 - b. We made a text formatting improvement in the Award Level Box on the My AMT page.
 - c. We added a print function link to the AMT Training History page and to the AMT Awards History pages. The print function on the AMT Training History page allows the AMT to print out a specific year.
 - d. A link on the **AMT Employee Award History** page allows AMTs to view and/or print the eligible employee awards spreadsheet that they upload each year when they apply for an award. It is not editable once submitted, just viewable and/or printable.
 - e. If an AMT does not complete the Core Credit course(s) for a given year, when January 1 of the new year rolls around, their My AMT now changes to the new year so they can begin entering training for the new year.
 - f. A feature on the **AMT Award History** page allows AMTs to upload PDF copies of their previous awards (earned before we went on-line). It has a box where an AMT manually enters the year, another box where they pick the level, with the five old levels in drop-down format, and then a place for you to upload the file. The year box will not accept anything except the years 1991 - 2008, since those are the only years the program existed.
 - g. The system allows training to be entered for a year even after you've claimed your award. It does not change the award level or allow you to claim a higher award. This allows you to keep a complete list of your training even if you forgot to enter it before claiming your award. A message after you enter the "old" training indicates you have already claimed an award for that year but that your training will be added to your "Training History."

- h. We added a warning message in a pop-up window if an AMT attempts to enter training for a previous year.
- i. When an AMT clicks on the "email" option to send a copy of their award to their employer, we added an option for them to select their employer from a drop down list of AMT Employers that are enrolled in the awards program. This will make it simpler for the AMT since the employers won't have to make sure that ever AMT knows the correct email to send it to. It will also prevent typos when entering the email address. Once an employer is selected from the drop down list, the system would send the email to the address used by the employer when they set up their AMT Employer account.

Changes of Interest to Representatives, FAASTeam Program Managers, and Regional FAASTeam Managers

1. The FAA General Counsel's office advised us that we cannot use the word "approved" to refer to Team Members, Representatives, and such. We changed it to "accepted."
2. In **SPANS**, we changed the page loading process so that no action can be taken until all text boxes have been loaded. There was a problem that if a user clicked on a link before the boxes were loaded with content, the content disappeared. (This was a promise made at the National All Hands Meeting.)
3. Some minor "bugs" with the redesigned SPANS Post Card were fixed.
4. We added the ability to create and store **National Templates** for SPANS Events. This will allow FPMs to create a SPANS event and a template that can be used by anyone needing that template. (This was a promise made at the National All Hands Meeting.)
 - a. National templates created by RFMs are auto-accepted, and national templates created by others must be "accepted" by the RFM before it is available to everyone nationally. When a user submits a national template for acceptance, each RFM in the user's Region is notified by email.
 - b. A list of pending national templates for an RFM's Region appears on the "Event Templates" page (if they are an RFM). The event owner, Administrators, and RFMs for the template's Region are able to edit and delete national templates. Only RFMs can accept/decline. Contact information is always removed from national templates.
 - c. We also updated the look on the event template creation/modification page and on the "Event Templates" page.
 - d. The "My Event Templates" link under "SPANS Event Management" was changed to "Event Templates" because this page now also shows submitted national templates for RFMs.
5. The certificate designator and number of employees was added to the **AMT employer list** control. We also made some general improvements to the list control.
6. When entering a SPANS event with only AMT credit, Cat/Class will not be required; cat/class is optional and okay if nothing is checked when the AMT selection is chosen. If WINGS (or Both) is checked, then they are required.
7. When creating a SPANS event, Pilot Subjects and AMT Subjects are displayed in separate boxes for selection.
8. A problem in the RFM acceptance of an **FPM application** in the Directory was fixed. RFMs must both "pre-accept" and "accept" the application to activate the FPM's permissions on FAASafety.gov.
9. Many of you requested information on how to find the **baseline numbers** for various Business Plan Goals for FY10 to start out the new Fiscal Year. Here is a summary.
 - a. The AMT report is now launched and you will be able to capture your baseline numbers for FY10 for each District and Region for **AMT Awards Program participation**. Of course, you should wait until September 30 has passed to capture that number! (The format is available now, and after the next import of data (Friday night) from the Registry in Oklahoma City, the numbers will appear!) You can use your browser to print the report.

- i. This report is available by clicking on “Credit Administration” and then on “AMT Admin” and/or “AMT Participation Report.” Enter September 30, 2009, in both date field boxes to get the correct baseline numbers.
 - b. **FAASafety.gov baseline numbers** for FY10 are captured by having each FPM and RFM click on “User Management” and then on “User Statistics Report.” Numbers for his/her District/Region will be presented. When each Regional Manager does this, the Regional baseline numbers are displayed. The thing to remember here is that the report is “as of the moment” and there is no date capability. We recommend this be accomplished after the close of business on September 30 or first thing on October 1st. We recommend you print this page.
 - i. The baseline number you should capture is the one titled, “Users in ‘Active’ Status (not ‘new’ and not ‘deactivated’).”
 - c. **WINGS Phase baseline numbers** for FY10 are captured by having each FPM and RFM click on “Credit Administration” and then on “WINGS Reports” and then on “Overall WINGS Phase Report.” Again, remember that the report is “as of the moment” and there is no date capability. Again, we recommend you print this report.
 - i. We recommend this be accomplished after the close of business on September 30 or first thing on October 1st.
10. As a reminder (since there have been some telephone calls and emails), **SPANS events stay “open”** until 15 hours after the event start time (using MDT as the base time zone). This allows event presenters to invite attendees to register for the event afterward, thus allowing the event closer to give credit with a check mark instead of having to decipher and enter a handwritten email address. This also means the event cannot be closed until after the 15 hours has passed.